

CITY OF MILWAUKIE

CLASSIFICATION: CITY ATTORNEY

Department: Legal

FLSA Status: Exempt

Pay Grade: 36

Union Representation: Non-Represented/Confidential

CLASSIFICATION SUMMARY:

The City Attorney is chief legal counsel for the City government. The incumbent is appointed and serves at the pleasure of the City Council. Responsibilities include providing legal services to the City Council, commissions, boards and committees, City Manager and other City staff. Work is performed under the direction of the City Council who reviews performance through conferences, reports and observations of results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Advises and represents City Council, commissions, boards and committees on matters coming before them in performance of their duties and relevant changes in the law, including appeals of City decisions.
2. Advises City Manager and City departments and staff on legal affairs of the City and other agencies, and the status of laws.
3. Attends City Council and Planning Commission meetings.
4. Drafts and reviews ordinances, codes, resolutions, contracts and orders for City Council.
5. Drafts and reviews contracts, agreements, letters and other legal documents for City Manager and City departments.
6. Represents the City of Milwaukie in litigation, which may include appeals and administrative proceedings as needed or required.
7. Monitors and assists with legal proceedings handled by outside counsel.
8. Conducts legal research and prepares memoranda on a wide range of topics and concerns.
9. Represents the City in intergovernmental relations.
10. Assists in ensuring the City complies with state and federal election requirements.
11. Works with the Assistant City Manager to evaluate the impacts of state and federal legislation.
12. Advises on code enforcement activities.
13. Provides updates and training regarding legislation and recommends changes in City policies and practices to comply with federal, state and local laws.
14. Develops safe work habits and contributes to the safety of self, co-workers, and the general public.
15. Performs other duties of a similar nature or level on behalf of the City.

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QUALIFICATIONS:

Knowledge of:

- Most, if not all the following: Local government law, issues and practices related to municipal government functions, administrative law, land use and zoning law, real property law, torts, public contracts, public purchasing, public meetings, public records, election law, conflict of interest and ethics law as applicable to government entities.
- Methods of legal research.
- Court processes and procedures including the appellate level.

Skills and Abilities to:

- Perform legal research in complex areas; explain the results to City staff and elected officials; advise the City regarding compliance with relevant requirements.
- Provide excellent customer service.
- Communicate effectively in written and oral form with coworkers, management, elected officials and the public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Prepare clear, concise and competent resolutions, ordinances, contracts, leases, deeds, reports, correspondence and other written materials.
- Exercise sound, expert independent judgment and demonstrate ethical behavior.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Graduation from a fully accredited law school with a juris doctorate degree.
- A minimum of five years legal experience including at least three years in the practice of municipal or local government law with emphasis in the following: land use, public meetings and records, public contracts and purchasing and drafting or reviewing ordinances and resolutions.

Licensing/Special Requirements:

- Must be a member in good standing of the Oregon State Bar; admission to practice law in the State of Oregon.
- Must successfully pass the background checks and screening requirements required for the position.
- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- General office equipment, computers and software applications.

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Supervision:

- Under general supervision of the City Council.
- This is not a supervisory position.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to stand; walk; handle or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in is typical of an office work environment.

The employee must attend evening meetings (city council, planning commission and others as necessary) and weekend events on rare occasions.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted:	March 2018
Adopted:	March 2018
Revised:	June 2018